

HEADER RECORD

The HEADER RECORD must be placed as the first record in the FORM22 upload file.

The format of the HEADER RECORD must be consistent with the format below.

Column	Start	End	Length	Type	Comment/Format
Filename	1	10	10	A	Name of data file (e.g., FORM22).
County Number	11	12	2	A	State-designated county number (e.g., 23). See Code List 59.
County Description	13	32	20	A	State-designated county name (e.g., LAKE). See Code List 59.
Distribution Name	33	82	50	A	Name of tax distribution (e.g., December Settlement 2012).
Distribution Date	83	92	10	D	Date of tax distribution – format required is mm/dd/yyyy format (e.g., 12/15/2012).
County Contact Name	93	142	50	A	Full name of the individual at the county who can answer questions specific to this data extract (e.g., Robert Smith).
County Contact Phone	143	160	18	A	Complete telephone number of individual at the county who can answer questions specific to this data extract – format required is ###-###-#### ##### (e.g., 219-555-5555 44444).
File Create Date	161	170	10	D	Date the file was created – format required is mm/dd/yyyy format (e.g., 12/20/2012).
File Create Time	171	174	4	A	Time the file was created – format required is #### in military time (e.g., 1400).
Software Vendor Company	175	224	50	A	Full name of the vendor company preparing the data extract.
Software Package Name and Version	225	274	50	A	Complete name of the software package along with the version of the software used to build this data extract (e.g., ABC Tax and Billing System Version 2.0).
Software Vendor Contact Name	275	324	50	A	Full name of the individual at the vendor who can answer questions specific to this data extract (e.g., Robert Smith).
Software Vendor Phone	325	336	12	A	Complete telephone number of the individual at the vendor's company who can answer questions specific to this data extract – format required is ###-###-#### ##### (e.g., 317-555-5555 44444).

Software Vendor Email	337	386	50	A	E-mail of the individual at the vendor's company who can answer questions specific to this data extract (e.g., Help@ABCVendor.com).
Transmission Description	387	486	100	A	Description of transmission. Comment field, free text.

Certificate of Tax Distribution Data File – Filename = FORM22

Column	Start	End	Length	Type	Comment/Format
County Number	1	2	2	A	State-designated county ID (e.g., 23). See Code List 59.
Taxing Unit Type Code	3	3	1	A	One-digit unit type code. See Code List 57.
Taxing Unit Code	4	7	4	A	Four-digit taxing unit code as provided in county budget order.
Taxing Unit Name	8	67	60	A	Name of the taxing unit as provided in county budget order.
Warrant Number	68	77	10	A	Warrant number. For distributions processed via Automated Clearing House (ACH) network, input ACH.
Fund or TIF District Code	78	83	6	A	Four-digit fund code as provided in county budget order. Fund codes should not have preceding zeros. Leave two spaces at the end of the fund code. TIF district code begins with the letter T, followed by the two-digit county number, followed by a three-digit number assigned by the county (e.g., T49101 for a TIF district in Marion County). The number assigned by the county must be unique among TIF districts in the county.
Fund or TIF District Name	84	143	60	A	Fund name as provided in county budget order. TIF district name as assigned by the county.

General Property Distribution	144	158	15	N	<p>Amount of distribution of general property taxes. Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. First character reserved for minus sign (-) to indicate negative amount. Last two characters reserved for tenths and hundredths place.</p> <p>Examples:</p> <p>(\$27.50) = -00000000002750</p> <p>\$120,521.00 = 000000012052100</p> <p>\$15,876.54 = 000000001587654</p>
License Excise Distribution	159	173	15	N	<p>Amount of distribution of license excise. Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. First character reserved for minus sign (-) to indicate negative amount. Last two characters reserved for tenths and hundredths place.</p> <p>See examples used for General Property Distribution.</p>
CVET Distribution	174	188	15	N	<p>Amount of distribution of commercial vehicle excise tax (CVET). Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. First character reserved for minus sign (-) to indicate negative amount. Last two characters reserved for tenths and hundredths place.</p> <p>See examples used for General Property Distribution.</p>

FIT Distribution	189	203	15	N	<p>Amount of distribution of financial institutions tax (FIT). Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. First character reserved for minus sign (-) to indicate negative amount. Last two characters reserved for tenths and hundredths place.</p> <p>See examples used for General Property Distribution.</p>
Advances on Property	204	218	15	N	<p>Amount of deduction for advances of general property tax. Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. Last two characters reserved for tenths and hundredths place.</p> <p>Examples:</p> <p>\$5,000.00 = 000000000500000</p> <p>\$2,750.87 = 000000000275087</p>
Advances on License Excise	219	233	15	N	<p>Amount of deduction for advances of license excise. Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. Last two characters reserved for tenths and hundredths place.</p> <p>See examples used for Advances on Property.</p>
Examination of Records	234	248	15	N	<p>Amount of deduction for examination of records. Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. Last two characters reserved for tenths and hundredths place.</p> <p>See examples used for Advances on Property.</p>

